



CITY OF LINCOLN

The Mayor's Award of Excellence recognizes employees who consistently provide exemplary service & work that demonstrates exceptional personal commitment to the City of Lincoln.

Eligibility

All employees are eligible except individuals in the Management Compensation Plan (MCP) and elected officials. Individuals or teams of employees are eligible.

Nominations shall be submitted by completing the Mayor's Award of Excellence Nomination form. These forms are available from department directors, Personnel or employee bulletin boards.

Additional supporting documentation such as correspondence relating to the employee's performance by other City employees may be attached.

All nominations must be signed by the employee's department head or appropriate designee. The signature means that the nomination has been validated. Nominations that are not validated must be returned to the originator within 30 days.

All completed nomination forms will need to be submitted to the City Personnel office by the fifth day of the month for the following month's award.

Nomination Criteria

Employees may be nominated for the award based on any of the following criteria.

Safety

Practices safety on the job and promotes and encourages others to do the same.

Productivity

Always gives the best of oneself and encourages and promotes co-workers to perform their best.

Loss Prevention

Demonstrates wise use of City resources and makes recommendations that result in substantial savings to the City outside the normal course of expected job functions.

Customer Relations

Represents the City with a positive attitude, takes pride in one's work and encourages co-workers to do the same.

Valor

Performs an act of bravery above and beyond the call of duty.

CITY OF LINCOLN Mayor's AWARD of EXCELLENCE

Selection Process

All validated nominations will be reviewed by the Mayor's Award of Excellence committee. The committee will select no more than two individuals or teams based on the selection criteria. Nominees will be eligible for three months. Employees will not be able to receive the monthly award more than once in any consecutive 12 months.

The Mayor's monthly Award of Excellence will be presented every month and the Mayor's annual Award of Excellence will be presented only once every calendar year. An employee does not have to receive the monthly award to be eligible for the Mayor's annual Award of Excellence.

Award Recognition

All individuals/teams nominated will receive a letter and certificate of nomination. All monthly winners will be presented a \$100 U.S. savings bond, one day off with pay and a plaque.

The Mayor's annual Award of Excellence recipient will receive a \$500 U.S. savings bond, two days off with pay and a plaque.

All awards will be presented before the City Council.

All monetary awards will be considered compensation and subject to normal withholding and all applicable IRS regulations.

Mayor's Award of Excellence Committee

The committee is made up of one representative from each union, and a non-union representative appointed by the Mayor. Representatives will be appointed by September 30 of each year. The term of the committee members will be for two (2) years with the exception of the initial appointments.

Administration

The Personnel Department will oversee the Mayor's Award of Excellence program. The City reserves the right to rescind this policy at any time. This program should not be interpreted as a negotiable item.

Nomination Form

Please submit completed nomination forms to the City Personnel Office by the fifth day of the month for the following month's award.

Nominee _____

Job Classification Title _____ Dept. _____ Div. _____

When did this accomplishment occur ? _____

Nomination Criteria: (circle one) Safety, Productivity, Loss prevention, Customer Relations or Valor. **Describe specifically** the nominee's accomplishments that best describe why this employee should receive the Mayor's Award of Excellence. *The following questions are a guide in helping to complete your description.*

How does this accomplishment specifically impact the City with regards to money savings ? *(Describe dollar amount, hours, compensation, etc.)* Was this accomplishment self initiated ? Was this accomplishment outside of this person's job description ? If Yes, please describe. If No, be very specific as to how they did a superior job within the job description of their position *(Attach additional sheets if needed)*

Please print the following information about yourself.

Name _____ Date _____

Department _____ Work/Day Telephone _____

Approved/validated by:

Your Signature

Department Director

Detach form & return to Personnel Department